



## **2004 SBA Small Business Person of the Year Award Nominations**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers
  - the title of the award, 2004 North Carolina Small Business Person of the Year
  - the nominator's name, title, place of business, business address and telephone number
  - a one-paragraph description of the nominee's business
2. A completed **SBA Form 898** (Biographical Data) and **SBA Form 2137** (Consent for Disclosure of Information) available from SBA's North Carolina District website, <http://www.sba.gov/nc> click on 2004 Small Business Week Awards.  
For "team" nominations for Small Business Person of the Year, Forms 898 and 2137 are required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.
4. A nomination letter, not exceeding three pages.
5. A brief biography of the nominee, not exceeding two pages.
6. A business profile, not exceeding two pages.
7. A concise statement of the qualities and performance that merit the award, not to exceed four pages. See page two for selection criteria to help you prepare this statement.
8. Financial statements of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper.
9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.

### **SEND COMPLETE NOMINATION PACKAGES TO:**

U.S. Small Business Administration  
6302 Fairview Road, Suite 300  
Charlotte, NC 28210-2227  
Attn.: Small Business Awards Committee

Questions? Contact Mike Ernandes, 704-344-6588, [mike.ernandes@sba.gov](mailto:mike.ernandes@sba.gov)



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### Small Business Person of the Year

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

**NOTE:** In addressing the following items, please relate specifically how the nominee fulfills the selection criteria below:

- I. **Staying Power** - A substantiated history as an established business.
- II. **Growth in number of employees** - A benchmark to judge the impact of the business on the job market. Please include current number of full-time and part-time employees.
- III. **Increase in Sales and/or Unit Volume** - An indication of continued growth. Please include gross revenues for the past three years: 2000, 2001, 2002.
- IV. **Innovativeness of Product or Service Offered** - Illustrations of the creativity and imagination of the nominee.
- V. **Current and Past Financial data substantiating the improved financial position of the business.** (Include profit and loss statements and balance sheets for the past three years.)

	<u>2000</u>	<u>2001</u>	<u>2002</u>
Total Assets	_____	_____	_____
Total Liabilities	_____	_____	_____
Revenues	_____	_____	_____
E.B.I.T.	_____	_____	_____
Net Worth	_____	_____	_____

- VI. **Response to Adversity** - examples of problems faced by the business and the methods used to solve them.